

June 12, 2020

To: Parents/Guardians, Persons Served and Providers
From: MYEP Sr. Leadership
Re: Re-Opening of the MYEP Adult Day Program

Dear Parents/Guardians, Persons Served and Providers:

On June 10th, Governor Reynolds released a proclamation stating all adult daycare facilities, which includes Day Habilitation services, may reopen effective June 12, 2020. Despite the approval given by the state to reopen, the MYEP Adult Day Program will remain closed for the month of June; as outlined in letter dated May 18, 2020.

Preparation for Reopening of the Adult Day Program: Over the course of the past several weeks, the management of the MYEP Adult Day Program have been working tirelessly in preparing for a possible reopening. During this time, a reopening plan was developed, which included the development of service and operational guidelines, environmental adjustments and modifications to accommodate 6' social distancing, purchasing of protective barriers and other PPE items, determination and readjustment of participant schedules, etc.

Phased Reopening: After careful consideration, MYEP Sr. Leadership has made the decision to move forward with the reopening of the Adult Day Program. In order to ensure everyone's health and safety, it was determined the reopening plan will occur in a 'phased in' approach, which will include the following 3 phases:

- **Phase #1:** Program will reopen up to persons who reside in their parental homes
- **Phase #2:** Program will reopen to persons who receive residential services from MYEP
- **Phase #3:** Program will reopen to persons who receive residential services from another provider

Phase #1 reopening will begin Monday, July 6, 2020. Dates for the reopening of phase #2 and #3 will be determined at a later time and will be based upon the success of the reopening under the new operational and service guidelines as well as the trajectory of the virus within the Johnson County community.

MYEP Guidelines for Day Program Participation and Operation: A copy of the *MYEP Guidelines for Day Program Participation and Operation* will be sent out to all parents/guardians, persons served and providers as we begin the implementation of each phase. This document will be used as an agreement for participation and provides an outline of the of service and operational requirements for staff members and participants, which includes but is not limited to:

- Disease spread prevention methods such as:
 - health screenings
 - social distancing requirements
 - program and room capacity limits
 - use of PPE hand hygiene supports
 - cleanliness of environments
 - isolation of sick persons
 - increased supervision levels
- Protocols for Suspected Covid-19 illness and general illness protocol
- Response for confirmed case of Covid-19 within the Adult Day Program
- Service operations and supports, which include:
 - Changes and adaptation to 'in-house' activities to promote 6' social distancing
 - Limitations and guidelines to participate in community activities
 - Limitations and guidelines to transportation supports
 - Limitation and guidelines for personal items/property
 - Guidelines for eating and food prep supports
 - Guidelines and expectations related to program suspension

For phase #1 participants, the Service Coordinator will be sending you a copy to review, sign and return over the course of the next week. It is important you read through the guidelines thoroughly to ensure you are aware and understand the changes that will be occurring. If you would like a copy of the Guidelines for Day Program Participation and Operation prior to your reopening phase, please let myself, or your assigned Service Coordinator know, and we can provide you with a copy. It

Participant Schedules: As mentioned above, changes to our service provision must be made in order to meet everyone's health and safety needs, which includes the alteration of the person's schedule. It was determined to implement half-day schedules to meet and accommodate the health and safety needs of the people we serve. The schedule alterations also allow for us to limit program capacity but still try and meet people's service participation desires. Your assigned Service Coordinator will be working with you to finalize your desired schedules and secure funding.

We have missed the people we serve and are cautiously excited to begin the reopening of our Adult Day Program. As we move forward, we will continue to keep everyone informed. If you have any questions, please feel free to contact myself or your Service Coordinator and we will do our best to answer them.

Sincerely,

Megan Gerber
Chief Program Officer

Guidelines for Day Program Participation and Operation

In preparing for the re-opening of the Adult Day Program, programmatic changes must occur in order for MYEP Adult Day Program to operate safely. CDC guidelines were utilized when developing all safety measures to be implemented and utilized during the re-opening of the Day program. The areas of focus were:

1. Disease Spread Prevention:
 - a. Social Distancing:
 - i. Program Arrangement:
 1. The day program service area will be set-up in a manner that promotes social distancing. Examples of this are:
 - a. Tables and chair will be 6' apart
 - b. Visual aids will be utilized to assist the people we serve in knowing where they can and cannot sit
 2. Each room within the service area will have an identified maximum capacity for number of people allowed in each room
 - ii. Group sizes will be smaller and staff to person served ratios will increase to allow for higher levels of supervision to ensure social distancing practices are being adhered to by people served
 - iii. Protective barriers will be set-up in certain areas to minimize the risk of germ spread
 - b. Health Screenings and Assessments:
 - i. Staff:
 1. Staff member's temperatures will be checked at the beginning of their shifts and 2-3 times throughout
 2. Staff members who have a fever, or are exhibiting symptoms illness, will not be allowed to work
 - a. In order to return to work, staff member must be fever free for 72 hours (without the use of fever reducing medications) and symptoms have improved.
 - i. Please note: release back to work can only occur with supervisory approval. Supervisors will be required to check in with staff to determine if they meet the criteria to safely return
 - b. Staff members will be encouraged to seek out testing for Covid-19 if their symptoms present as symptoms of the virus
 - ii. Person's Served:
 1. All persons served will be dropped off by the parent/ guardian. The parent/guardian must wait until the person's initial health screening for the day is completed
 2. Persons served will have their temperatures taken **prior** to entry into the Day Program Service area and 2-3 times per service delivery time
 - a. Please note: if the person presents a temperature greater than 100-degree F, prior to services starting, they will be asked to return home immediately.
 - b. If the person presents a fever of 100 degrees F later in the day, they will be immediately quarantined, and their emergency contact will be notified and asked to pick them up
 - i. Please note: emergency contacts must be available and readily accessible for consult if person served are ill and must go home
 3. Persons served, who present symptoms of illness such as fever, cough, difficulties breathing, etc., will be asked to refrain from participation in program. The person will not be allowed to return until:

- a. They have been fever free for 72 hours without the use of fever reducing medications
 - b. Their symptoms have improved or subsided
 - i. Please note: a person can only be released to return to programming with the approval from their Coordinator. The person's coordinator will be in contact with their families or care provider to determine if they meet the criteria to return to programming
- c. Use of Masks:
 - i. Staff:
 - 1. All staff persons will be required to wear masks when providing direct care services and/or in the programmatic area
 - ii. Persons Served:
 - 1. Within the MYEP building:
 - a. Persons served will be encouraged to wear masks if they are able to do so
 - 2. Within Staff and Agency Vehicles:
 - a. Persons served will be required to wear masks when being transported in agency and/or staff vehicles
 - i. Please note- if a person served is unable to wear a mask due to various reasons, they will be restricted from riding in agency and/or staff member vehicles
 - 3. In the Community:
 - a. Persons served will be required to wear masks when participating in community activities
 - i. Please note- if a person is unable to wear a mask due to various reasons, they will be restricted form participating in community activities
- d. Hand Hygiene:
 - i. All persons served will be closely monitored by their staff members to ensure proper hand hygiene is occurring. MYEP will implement the following practices:
 - 1. Routine hand washing (scheduled supports):
 - a. These supports will occur at scheduled times such as:
 - i. Upon arrival
 - ii. After in-house activity
 - iii. After community activity
 - iv. After lunch
 - 2. Unscheduled handwashing supports:
 - a. These supports will occur on an impromptu basis based upon possible germ exposure. Examples of such times are as follows:
 - i. After use of restroom
 - ii. After exposure to possible bodily secretions such as saliva, mucus, etc.
 - 3. Hand Sanitizing Stations:
 - a. MYEP has several hand sanitizing stations available throughout the program area and administrative buildings. These areas can be accessed by the people served at any point in time
 - b. Staff will also be provided with hand sanitizer, that is readily accessible and can be immediately delivered to the person upon need
- e. Cleanliness of Environment

- i. MYEP has purchased a commercial grade electrostatic mist sanitizer cleaner that will be used by our external cleaning provider. The service areas and administrative areas will be sanitized 1 time every other week and/or as requested (please see Confirmed Case section)
 - ii. MYEP will have cleaning totes readily available and accessible to all staff members.
 - 1. MYEP service areas will be routinely cleaned at the following times:
 - a. Prior to opening of program
 - b. After all in-house activities
 - c. After lunch
 - d. At the end of day/closing
 - 2. MYEP will also clean areas at times in which possible contamination may have occurred such as:
 - a. Noted bodily fluids are present
- f. Use of PPE During Personal Cares and Other (close proximity) Supports
 - i. Some of the people served require extensive personal cares and other various supports (i.e. ambulatory and behavioral supports) that require staff to be in close proximity for an extended period of time. When such supports are being provided, the following PPE use and protocols will be followed:
 - 1. Staff will utilize the following PPE items:
 - a. Mask
 - b. Face shield
 - c. Gloves
 - d. Protective covering
 - 2. Persons served and PPE use during personal cares:
 - a. If the person served requires personal cares, and can tolerate the use of a medical mask, staff will place the medical mask on the person served prior to the initiation of the personal care supports- the mask should remain on throughout the entirety of the support as long as the person is able to tolerate it
 - ii. Disposing of Briefs:
 - 1. All bathrooms and changing areas will be provided with a covered garbage pail to be utilized for the disposal of soiled briefs. Each pail will be lined with a liner.
 - 2. After disposal of a soiled brief, staff will immediately remove the brief from the garbage pail, secure the liner and through the item away in the outside trash receptacle
- g. Isolation Area for Sick Persons
 - i. There will be a designated room that will ONLY be utilized for people served who are presenting symptoms of illness.
 - 1. If a person served if presenting symptoms of any type of illness, the following protocols will be implemented:
 - a. The person will be immediately placed in the sick room to prevent any potential exposure to others
 - b. The person's emergency contact will be notified of the illness and asked to come and pick the person up.
 - c. Staff persons will ensure the door is always shut to the isolation room and provide checks on the person while they are waiting to be picked up
 - d. Staff persons providing supports during this time will follow the same PPE guidelines established for personal care supports
 - 2. Cleaning of isolation area will occur immediately after the person is picked up and exited the room

- a. Staff will continue to wear PPE while cleaning the room
- b. Staff will disinfect all areas of the room
- c. Service Coordinator or supervisor will notify the maintenance department and make a special request to have the area ionized

2. Suspected Covid-19 Illness:

a. General Illness Protocol and Guidelines:

- i. If a person served or staff member present symptoms of any illnesses such as fever, nausea, vomiting, congestion, cough, etc. they will be asked to remain home for a full 72 hours after the fever is gone and symptoms have subsided.
- ii. If a staff person or person served are ill, they must stay home! Do Not Come to work of programming.

b. Staff

i. All staff persons must report to their supervisor if they are presenting any symptoms of Covid-19. Symptoms of Covid-19 are as follows:

1. Fever greater than 100.4
2. Cough
3. Shortness of breath or difficulties breathing
4. Chills
5. Muscle Pain
6. Sore Throat
7. Congestion or runny nose
8. Nausea or vomiting
9. Diarrhea
10. Loss of taste or smell

ii. The staff person will be immediately quarantined from MYEP properties for a minimum of 7-14 days- based upon symptoms and testing results

iii. Covid-19 Testing:

1. The staff person will be encouraged to seek out a Covid-19 test. Testing may occur at:

- a. Primary Care Physician
- b. UIHC:

- i. To request an appointment, call (319) 384-9010. The intake person will ask questions regarding the symptoms that are present. Based upon the assessment, they will decide if a test is necessary
- ii. Please note: staff should inform the intake person of their employment status and the work environment (i.e. Adult Day Center)

c. The staff person will be asked to notify supervisor of the results of their test:

- i. If the test is negative, the employee may return to work when:
 1. The employee is fever free for a full 72 hours without the use of fever reducing medications
 2. The employee's symptoms have improved or subsided
- ii. Positive Covid Test- please see Confirmed Covid Case section

c. Person Served:

i. Providers, family members, parent/guardians, or persons served must report to the person's Service Coordinator if they are presenting symptoms of Covid-19. Symptoms of Covid-19 are as follows:

1. Fever greater than 100.4
2. Cough

3. Shortness of breath or difficulties breathing
 4. Chills
 5. Muscle Pain
 6. Sore Throat
 7. Congestion or runny nose
 8. Nausea or vomiting
 9. Diarrhea
 10. Loss of taste or smell
- ii. The person served will be immediately quarantined from MYEP premises for a minimum of 7-14 days- based upon symptoms and testing results
 - iii. Covid-19 Testing:
 1. The person served will be encouraged to seek out a Covid-19 test. Testing may occur at:
 - a. Primary Care Physician
 - b. UIHC:
 - i. To request an appointment, call (319) 384-9010. The intake person will ask questions regarding the symptoms that are present. Based upon the assessment, they will decide if a test is necessary
 2. Results of testing:
 - a. The primary contact for the person served will be asked to share the test results to the Service Coordinator for the person.
 - i. Negative Covid Test results:
 1. If the person tested negative for Covid, they may return to programming when:
 - a. They have been fever free for 72 hours without the use of fever reducing medications
 - b. Symptoms have subsided or improved
 - c. Approval must be granted by the Service Coordinator for the person to return based upon information provided regarding their health
 - ii. Positive Covid Test results- please see confirmed Covid Case section
3. Confirmed Case of Covid-19 within the MYEP Adult Day Program:
 - a. If it is noted a staff person or a person served have been diagnosed with a positive case of Covid-19, the following steps will occur:
 - i. The Adult Day Program will shut down for 14 days from the day the person with the diagnosed case was last on the premises
 - b. Notification:
 - i. All staff persons and persons served will be notified of the positive case
 - ii. If it is noted the person with the positive case came into close contact with a staff person or another person served, those people will be considered 'high risk' and encouraged to look for symptoms and seek out testing as soon as possible
 - c. Cleaning of Environment after Confirmed Case:
 - i. All areas of the Adult Day Program and administrative building will be thoroughly cleaned, utilizing the ionizing cleaner
 - ii. Frequently touched surfaces will be disinfected. This includes, but is not limited to:
 1. Tables and tabletops
 2. Chairs

3. Countertops
 4. Faucet fixtures
 5. Light switches
 6. Doors and door handles
 7. Toilets and toilet fixtures
 8. Bedding
 9. Hand sanitizing stations
 10. Kitchen appliances such as microwaves, refrigerators (including handles), ovens/stoves, etc.
 11. Cabinets and storage containers within the program area
- iii. Program supplies and activity items will be assessed and determined if:
 1. They will be disposed of
 2. They will be disinfected
 - iv. Vehicles:
 1. All agency owned vehicles will be cleaned with the ionizing commercial grade electrostatic mist sanitizer and all commonly touched surfaces will be disinfected. This includes, but is not limited to:
 - a. Door handles
 - b. Seat belts
 - c. Window controls
 - d. Radio controls
 - e. Steering wheel and other vehicles controls
- d. Multiple Confirmed Cases:
 - i. If there are multiple confirmed cases within the Adult Day Program, the Chief Program Office will notify all county and state officials of the outbreak
 - ii. The extent and length of the closure may surpass the 14 days dependent on the extent of the outbreak
4. Service Operation:
 - a. In-House Activities:
 - i. Assessment and evaluation of all in-house activities will be reviewed to determine if they are low risk activities (i.e. limited opportunities for cross contamination)
 1. Many of the in-house activities that are identified as 'group activities' will be removed from the program area. Such items/activities are:
 - a. Board games
 - b. Card games
 - ii. Activity calendars will still be provided. All planned activities will be activities that can be performed near others, but still comply with the 6'.
 - b. Community Activities:
 - i. Community activities will be limited and focus on outside activities such as BBQs, parks, walks, etc.
 1. All social distancing guidelines will be utilized
 - ii. MYEP will avoid the use of public venues that attract crowds and are enclosed
 - c. Transportation:
 - i. MYEP will not provide transportation to and from programming.
 1. Transportation to and from programming must be provided by the parent/guardian and/or paratransit system
 - ii. Transportation to and from activities will be very limited

- iii. All participants must wear masks when being transported
 - 1. If the person served does not tolerate the use of the mask, transportation and participation in the activity will not occur
- iv. Seating charts and vehicle assignments will adhere to the 6' social distancing rule
- d. Eating:
 - i. Persons served will continue to bring their own lunch and snacks
 - ii. Only disposable products will be utilized such as paper plates, napkins, forks, spoons, etc.
 - iii. Food preparation will occur in designated areas and all appliances (i.e. microwaves) will be placed 6 feet apart to ensure social distancing
- e. Personal property:
 - i. MYEP asks all participants to limit personal property brought to essential items only. Examples of essential items are:
 - 1. Medications
 - 2. Clothing such as outerwear
 - 3. Phones
 - ii. All personal items will remain in the persons locker during program times. If a person must utilize a personal item during program times, the item may be removed from the locker, but must be immediately placed back as soon as the task or need for the item is completed
- f. Program Suspension:
 - i. If it is determined a person served presents behaviors or actions that may present a health threat to others, MYEP may make the decision to suspend program participation until it is deemed safe for them to participate

I have read and reviewed the above information and agree to the terms of the guidelines. By signing the document, I agree to the guidelines outlined and understand the conditions of participation.

Signature of Person Served

Date

Signature of Legal Representative

Date

Relationship to Person Served

Date

MYEP Representative

Date